

1967

January 18, 1967

Faculty Senate

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EASTERN ILLINOIS UNIVERSITY
FACULTY SENATE

Minutes of 18 January 1967

MEMBERS PRESENT: Bouknight, Fagan, Hopkins, Kluge, Knoop, McConkey, Miess, Murray, Penn, Price, Rommel, Spaniol, White.

MEMBERS ABSENT: Kline, Trank.

The minutes for the meeting of 11 January were approved as presented, except that under Communication C, "Joint Faculty Policy Committee" should be changed to "Joint Faculty Salary Committee."

REPORTS:

- A. Council of Instructional Officers, Mr. Fagan: Topics of discussion included a Speech Correction proposal for the teaching of English to foreign students; a summer study program in Ireland; distribution of departmental grade point averages with department identified (approved); a report by Vice President Heller of a study for allocation of 1967-68 staff.
- B. Elections and Nominations Committee, Mr. Hopkins: Some response has been made to appointments for the Homecoming Committee.
- C. Insurance Committee, Mr. McConkey: After some discussion of committee procedures for soliciting company interest, the Senate by consensus requested Mr. McConkey to bring to the Senate next week a written recommendation on group life insurance for faculty and staff at Eastern.

COMMUNICATIONS:

- A. From President Doudna, noting that since the ad hoc committee to assist in the selection of a new Vice President for Instruction had not really answered the question he asked it, he would now consult with the Personnel Committee.
- B. From Mr. Hamerski, agreeing to meet with the Senate next week to discuss the question of research "seed" money.
- C. From President Doudna, copy of a letter setting up a committee of Vice President Heller, Dean Williams, Dr. Ruyle, and Dean Anfinson to review policies re scheduling various facilities in the University, and further, to identify "special facilities." The letter was received with interest.
- D. From the Personnel Committee, a proposed form to be used for faculty evaluation of heads and deans on a trial basis (see Faculty Senate minutes for 2 November and 13 July 1966), as recommended by the local AAUP chapter and forwarded from the Senate to the Personnel Committee. After considerable discussion, it was moved (Miess) and seconded (Hopkins) that the Senate adopt the proposal and distribute the (over)

form to the faculty for comment and suggestion. Motion carried by voice vote. A copy of the form, somewhat edited, is attached to these minutes. Any faculty member with suggestions is invited to direct them to the Personnel Committee, care of the Office of the President, as soon as possible.

OLD BUSINESS:

- A. No response has been received to the Senate's 19 December request for information on proposals to increase aid to athletes (see Senate minutes for 14 December 1966). After discussion, consensus was to instruct the secretary to inquire again of the Student-Faculty Men's Athletic Board.
- B. It was noted that President Doudna had requested some twenty minutes of time at the faculty meeting called for Friday 20 January to discuss the report of the ad hoc committee on the textbook library. The President's remarks will not be directed to the textbook library issue, but to the State of the University.

The meeting adjourned at 9:43 a.m. The next meeting of the Senate will be in Blair 207 at 8:00 a.m. on Wednesday 25 January 1967.

FACULTY SENATE PERMANENT CALENDAR

January	Homecoming nominations
February	Welfare
March	Committee nominations
April	Elections
May	Buildings and grounds
June	---
July	---
August	---
September	University Calendar
October	Welfare
November	Budget
December	---

AGENDA:

1. Definition of faculty status.
2. Waiting period for effective date of changes in regulations.
3. Textbook library.
4. Secretary to the faculty.

Respectfully submitted,

Robert F. White

Robert F. White, Secretary

DRAFT

January 17, 1967

DRAFT

The Faculty Senate and Personnel Committee have agreed that, on a one-year trial basis, we should make it possible for faculty members to evaluate their department heads and for heads to evaluate their directors or deans.

Any faculty member who wishes may fill out the following confidential evaluation sheet as it applies to his department head or other immediate superior. Each department head may fill out this confidential evaluation sheet as it applies to his director or dean. A director who works under a dean may fill out this confidential evaluation sheet as it applies to that dean. Each evaluation is to be sent to the Personnel Committee in care of the President's Office before (date) _____ for the consideration of the President, the appropriate Vice President and the Personnel Committee. Each evaluation sheet must be signed. Any unsigned evaluation sheet will be discarded.

Name of person evaluated: _____

His position: _____ Date: _____

In the blank before each evaluation factor, put a number zero to five. 0 - no knowledge; 1 - poor; 2 - less than adequate; 3 - adequate; 4 - good; 5 - excellent. A judgment of 1 or 2 must be explained below: (If any item does not apply in any instance, please leave it blank.)

_____ Leadership, such as developing curriculum, improving instruction, developing policy, etc.

_____ Organization in handling routine administrative procedures, such as scheduling classes, handling travel requests, leave requests, etc.

_____ Communication to the staff information about departmental affairs and seeking staff guidance on departmental matters such as budget, policies, space planning, faculty recruitment, etc.

_____ Rapport with staff.

_____ Effectiveness as a departmental (school, etc.) representative in the University structure.

Explanations of "1" or "2" Ratings and/or other comments: (Use back of sheet if necessary.)

This is NOT a final evaluation sheet, but a draft copy to allow comment on the form itself.

Signature of Person Making Evaluation: _____

Position of Person Making Evaluation: _____